CC#16

May 15, 1931.

CIRCULAR LETTER NO. 138.

SUBJECT: Regulations on Science Inventories for the school year 1931-32.

TO: Supervisors of Schools
High School Principals
Teachers of Science.

Ladies and gentlemen:

In order that the science laboratories may be supplied with the necessary materials and apparatus for the coming school year, you are hereby requested to make a very careful study of the material conditions of your laboratory and make your requisitions following the plan outlined in the enclosed blank form. Your attention is particularly called to the fact that the Department has decided to adopt for next year the following books:

PHUSICS: New Practical Physics-- Black and Davis, published by the Macmillan Co.
Laboratory Manual to accompany the above text.

CHEMISTRY: Chemistry for Today -- McPherson, Henderson, and Fowler, published by Ginn & Co.
Laboratory Manual to accompany the above text.

LIST OF MINIMUM REQUIREMENTS IN CHEMISTRY

The following list of experiments, selected from McPherson, Henderson, and Fowler, represents the minium essentials in Chemistry and will govern the laboratory reguirements for the school year 1931-32. Teachers are hereby instructed to follow this list of requirements as well as the instructions given for each particular experiment. Experiments marked "D" are to be performed as demonstrations by the instructor; those on chlorine, bromine, and the like should be performed under the hood. In places where a hood is not available teachers will please take all the necessary precautions in order to avoid accidents.

MINIMUM ESSENTIALS IN PHYSICS.

In Physics the rotation plan, whereby a different experiment is laid out on each seat of each table, will be followed. Only in very special cases where a deviation from this practice is advisable will the Department consider laboratory work in Physics under the old plan. The following list of forty-five experiments, selected from the laboratory manual to accompany Black and Davis text, will form the basis of experimental work in Physics.

Teachers will select forty experiments; the experiments marked ✓ represent those required by the College Entrance Examination Board so that you will please be sure to include them among the forty required of students.

BIOLOGY.

The list of materials and apparatus for Biology does not include any prepared microscopic slides, charts or models for demonstration purposes due to the fact that the committee on this subject has not as yet decided as to the textbook to be used next year. This material will be ordered at a later date. The Bunsen burners have been included since the Department is planning to istall gas equipment in all the high schools of the island.

GENERAL

This office will not requisition any item which is not included in the list of standard equipment. Where it is necessary to include any additional equipment or supplies, the teacher will please include it in the blank spaces left for the purpose. In every case the reasons for including each item should be explained.

In filling out the requisition blank please bear in mind the following points:

1. Use the only form which is provided for the purpose, copy of which is enclosed.
2. The item numbers should not be changed.
3. The unit and the amount specified for the standard equipment should be left exactly as they appear printed on the requisition form.
4. Under the column "On Hand" put the number which you have available in the laboratory at the time when the requisiton is made. In case any item you have on hand is not exactly the same as that described in the requisition form but may be used in its stead, please consider it as the equivalent and do not order another one.
5. The description of the article which appears under column No. 6 corresponds to the specifications in the laboratory manual.
6. The catalog numbers have been taken from the catalogue of the Central Scientific Company and the Cambridge Botanical Supply.
7. The unit price is only approximate and represents the cost per unit used. For example, as the unit under column No. 5 is dozen, the unit price is for a dozen, etc.

8. Under column No. 9 estimate the total cost for the number of units ordered.

9. No material should be ordered for classes which will not be in operation during the school year for which the requisition is made.

Your attention is again called to the fact that in case you should add an item which is not included in the list of standard equipment you must EXPLAIN YOUR REASONS FOR SO DOING.

Yours very truly,

(Sigend) JOSE PADIN
Commissioner of Education.

JP/npg